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U. S. DEPARTMENT OF AGRICULTURE  
May 10, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 25

To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Procedure for Issuance of Food Priority Ratings

Director's Memorandum No. 52 and Supplement No. 1 thereto, sets forth the procedure for issuance of food priorities under Food Distribution Regulation No. 1. These priorities are numbered from FR-1 through FR-10; FR-1 is the highest rating obtainable. The above ratings supersede all previous priorities regulations issued by the War Production Board.

As outlined in the above memoranda, Mr. J. S. Russell, Deputy Director, has been given responsibility for issuance of priorities for basic civilian uses. The only responsibility assigned to this Branch in connection with this group of priorities will be to clear such applications at the request of the Civilian Programs Branch.

Included in the group assigned to Major Olmstead, Deputy Director in Charge of Procurement Coordination, are the Food Distribution Procurement Programs. The method by which the Branch may apply such priorities are fully outlined in Supplement No. 1 of the above memorandum. However, in order to further define the responsibility of each of the Divisions, and in an attempt to anticipate questions which may arise, a resume of the procedure is given below:

1. Conditions which require the special permission of the Deputy Director before application of the rating:
  - (a) On commodities subject to set-aside or allocation orders, or OPA rationing regulations. Commodities in this category which are assigned to this Branch are canned fish, shell-fish, fish products, coffee and sugar. (Method for obtaining permission to use this priority is contained in Director's Memorandum No. 52, Supplement 1, Section III.)
  - (b) Application of a rating higher than FR-10. (Method for obtaining permission is also given in Section III.)
  - (c) When vendors do not willingly supply the amount called for in the announcement. (Method of obtaining permission is contained in Section 1 (B).)

## 2. Application of Rating Without Prior Approval

(a) All Lend Lease (Defense Aid) purchases have an automatic and retroactive rating of FR-10. The certification to appear on acceptances for such purchases is contained in Section 1 (a) of Director's Memorandum No. 52, Supplement 1. This certification will be included only in those instances where difficulty is expected to be encountered in obtaining the necessary amount within the required time. The phrase "priority rating of FR-10 applies to this contract" may be included in telegraphic acceptances in lieu of the above mentioned certification.

(b) Other (General Commodities Program) purchases do not have an automatic rating. However, the Branch Chief has been authorized to apply a rating of FR-10 to these purchases.

This priority rating should be applied in all instances where delivery on the specified date is not assured. Determination of the need for this or a higher rating shall be the responsibility of the respective Division Chief.

The certification to be placed on acceptance of the above type is contained in Section III of the previously mentioned memorandum (Expiration date in this certification should always include date of final delivery.)

The certification will not be necessary on telegraphic acceptances. However, the phrase, "Priority rating of FR-10 applies to this contract", should be included if the Division Chief determines the need for application of the rating.

## 3. Extension of Rating

Extension of priority ratings to suppliers and sub-suppliers is permitted, after clearance with the Deputy Director, by use of the certification contained in Section IV of Director's Memorandum No. 52, Supplement 1.

Food Distribution Regulation No. 1 specifies that extensions of priority ratings can only be granted for food items. No extensions may, therefore, be granted for packaging assistance.

## 4. Maintenance of Records

The Announcement and Contracts Section will be responsible for maintenance of a card file listing all contracts where a priority has been applied in the acceptance. This Section will also maintain any certificates, information on extensions, and other pertinent material in the contract file. All correspondence regarding the application of ratings shall be cleared through this Section.

*J. H. Gilpin*